

QUESTIONS & ANSWERS

2017 Division of Youth Services (County) RFP

Question 1: Proposal submission information states "Submit one (1) signed original in blue ink and six (6) Copies, with an additional proposal submitted on a USB drive."
Must the original copy of the proposal be written entirely in **blue** ink, or does that stipulation only apply to the signature?

Answer 1: *Only the signature of the original has to be in blue ink, not the proposal narrative.*

Question 2: Our services relate to two of the stated priority areas. Our after school program offers two distinct services in parallel. We serve youth aged 5-12 through regular circus instruction and youth aged 12-18 through engagement in Trenton Circus Squad. From reading the RFP, it seems most appropriate to describe these as two different services, since they serve different groups, with different outcomes, even though they share costs. Should I submit one proposal? If so, on the cover sheet, should my service description encompass two services? My assumption is that I should provide a general description on the cover form, then describe in more detail in the submission how that service benefits two groups.

Answer 2: *See Page 8 of the proposal template regarding **MULTIPLE PROPOSALS:** More than one proposal per funding category from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered. If an agency applies for multiple funding categories, a separate, complete proposal and packet of forms is necessary for each category for which is applied.*

Since you serve the 5-11 and 12-18 populations, you must submit a proposal for each priority area (primary prevention-5-11 & secondary prevention-12-18)

Question 3: Should the 'cost per unit breakdown' include the total cost of the service, or only the portion of cost applied for?

Answer 3: *Your "cost per unit" is part of the total cost of the funding that you are requesting from the County. This is based on your unit of service (time, face-to-face, per youth, etc.) as explained on **Page 22** of the proposal template.*

Question 4: Our fiscal year ends June 30. We are in the process of conducting a financial review, but do not expect to submit our 990 for the prior year until September 30, so it will not be available by September 13. Our prior year 990 reflects our start-up operations only, so is not a helpful reflection of our operations. Is it acceptable to provide a draft financial statement for the year 7/1/15 to 6/30/16, and make the financial review and 990 available in October?

Answer 4: *Please send the Trenton Circus Squad's financial information from the prior year, and then submit the July 1, 2015 to June 30, 2016 document once it is completed in October.*

Question 5: In order to complete Attachment B in an efficient and accurate manner, we prefer to use a spreadsheet. Is it permissible to re-create the forms in a spreadsheet? If not, is there an electronic version of these forms that allows import into a spreadsheet format?

Answer 5: *I did send an electronic version of the County RFP on August 22nd. You can include the cost breakdown on the budget narrative (see Page 33 of the proposal template), and include another detail page of you feel it is necessary.*

Question 6: How will payments for services be disbursed?

Answer 6: *Payments are made on a quarterly basis. The agency must submit completed documents (provided by the County) detailing all expenditures for the quarter including salary and program costs. (Read “**General Conditions of Payment**” starting on **Page 52**)*

Question 7: Is there a possibility for the grant to be extended beyond two years?

Answer 7: *No, the contract will only be for a period of two (2) years (January 1, 2017-December 31, 2018). Read **Page 8** of the proposal template for additional “contract” information.*

Question 8: Will there be any required meetings for awardee to attend?

Answer 8: *If you are an “awardee” it is mandatory to attend monthly Youth Services Commission meetings. This is a requirement from the County as stated on the **Program Monitoring Tool**.*

Question 9: Is there an expected of recommended LOS for the Secondary Prevention Afterschool and Mentoring components?

Answer 9: *We do not have a required LOS for the program or service provision. It is up to each applicant to explain in detail what they propose for one or more priority areas (see the “Scope of Services” section on **Page 15**). Additionally, if more than 1 priority area is being applied for you must submit separate proposals (see the answer to Question #2 regarding **Multiple Proposals**).*

Question 10: Can an agency apply for the Secondary Prevention Afterschool component separate from the Mentoring, or is the \$190k inclusive of both?

Answer 10: *See Question # 2 regarding **Multiple Proposals**. The \$190,000 is the total amount of funds available for the entire secondary prevention category (afterschool & mentoring).*

Question 11: How are County funds for this RFP distributed to the agency (i.e., cost reimbursement)?

Answer 11: *Please see the response to Question #1 above.*

Question 12: Are parts of the RFP funds allowed for startup funds for the program?

Answer 12: *Yes, you may include start-up costs as part of your proposal submission. Be sure to include the detail in your proposal and/or budget narrative.*

Question 13: Is there a cap on the amount of funds budgeted for transportation in this RFP?

Answer 13: *There is no minimum or maximum on the amount of funds budgeted. The agency must detail their means of transportation for the youth (i.e.-agency vehicle, bus, etc.)*

Question 14: Under the heading **Proposal Submission Information on page 3**, last paragraph states to submit 1 original signed in blue ink with 6 copies, which is clear, however, under the heading **Contractual Provisions on page 4** states to submit 6 originals signed in blue ink.

Answer 14: *Page 3 is correct* (Submit one [1] signed original in **blue ink**).

Question 15: Where is the contract template? Is this one in the same as pages with heading County of Mercer? Please confirm these are pages 52-57.

Answer 15: *Correct. The “contract template” is located on **Pages 52-57**.*

Question 16: Is Worker’s Compensation coverage required if all staff are part-time employees?

Answer 16: *As stated on **Page 7** of the RFP template, the County (insurance department) needs to verify your proof of insurance (self-insured, worker’s compensation, automobile). The number of our County Insurance & Property Management office is listed on **Page 8** of the RFP template.*

Question 17: If employer is self-insured, are you saying the worker’s comp coverage is exempt and/or should the self-insured employer coverage be parallel to worker’s compensation coverage?

Answer 17: *If further clarification is needed, please contact the Insurance and Property Management office at 609-989-6655.*

Question 18: In the RFP there are 4 sections with 36-41 subheadings. Should the headings/subheadings be typed out or should **ONLY** roman numerals be typed omitted **ANY** typed headings including subheadings? (i.e. **I. Project/Program Description** or **II Project/Program Administration** or just type I or II?)

Answer 18: *The Roman numerals (I-IV) may be included in your narrative if you want to follow the RFP template format. It is more important to ensure that the headings and subheadings are included in your 10-Page proposal narrative. (Please see **Page 20** above the “**Project/Program Description**”)*

Question 19: If an entity's program does not include these services: client service planning, discharge planning, administrative discharge, aftercare/tracking/follow-up, and aftercare evaluation; is it OK to put N/A, or how should they be addressed?

Answer 19: *You must put “N/A” for any service not included in the proposal as stated on **Page 20**. (above the “**Project/Program Description**”)*